



County of Los Angeles Public Library ■ www.colapublib.org
7400 East Imperial Hwy., Downey, CA 90242 ■ (562) 940-8400



Margaret Donnellan Todd
County Librarian

November 20, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENT TO EXTEND CONTRACT NO. 75269 FOR
COUNTY OF LOS ANGELES PUBLIC LIBRARY
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AREA 3
(SUPERVISORIAL DISTRICTS 2 AND 4) (3 VOTES)**

SUBJECT

The Public Library is requesting that the Board of Supervisors (Board) approve and delegate authority to the County Librarian to extend the contract with Sepco Earthscape, Inc. (Sepco) to provide landscape and grounds maintenance services for libraries located in the Public Library's Landscape and Grounds Maintenance Services Area 3.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and delegate authority to the County Librarian, or her designee, to execute an amendment for a three month contract extension, from December 1, 2012 through February 28, 2013, with Sepco to continue landscape and grounds maintenance services for libraries located in the Public Library's Landscape and Grounds Maintenance Services Area 3, for an amount not to exceed \$14,874.48.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 10, 2005, your Board approved an agreement with Sepco to provide landscape and grounds maintenance services in the Public Library's Landscape and Grounds Maintenance Services Area 3 for a term of three (3) years, with two (2) one year renewal options and/or six (6) month-to-month extensions, not to exceed a total of six (6) months. On June 16, 2009, your Board adopted a motion to have Departments identify contractors that agreed to reduce contract costs in exchange for contract extensions without competitive bid. On October 30, 2009, the County and the Contractor

agreed to reduce, by five percent (5%), the annual contract amount, effective November 1, 2009, and extended the contract term by adding two additional option years. This agreement will expire on November 30, 2012.

The Department currently has solicitations in progress to replace three existing Landscape and Grounds Maintenance agreements for Landscape Area 3, Area 4 and Area 5. Landscape Area 4 and 5 agreements will expire on February 28, 2013, and Landscape Area 3 will expire on November 30, 2012. One company is the recommended proposer and the Department desires to award one agreement for all three landscape areas. Your Board's approval of a three (3) month extension to the Landscape Area 3 agreement will allow the Department to award the one agreement for all three areas in February 2013.

Implementation of Strategic Plan Goals

Approval of the recommended action is consistent with the County's Strategic Plan Goals in the area of Operational Effectiveness (1).

FISCAL IMPACT/FINANCING

Under the terms of the recommended amendment, Sepco will continue to provide landscape and grounds maintenance services for an additional three (3) months. The total cost of the amendment is \$14,874.48. Actual usage of the contract for landscape and grounds maintenance work will be contingent upon the Public Library's budget and needs. Funding for this amendment is included in the Public Library's Fiscal Year 2012-13 Operating Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

All current rates, terms, and conditions shall remain in effect and County Counsel has reviewed and approved the amendment as to form.

ENVIRONMENTAL DOCUMENTATION

The recommended action is not subject to the California Environmental Quality Act (CEQA) because it does not constitute a project according to Section 15378 of CEQA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the amendment will assure the continuation of landscape and grounds maintenance services at the Public Library's Landscape and Grounds Maintenance Services Area 3 facilities without interruption.

The Honorable Board of Supervisors

11/20/2012

Page 3

Respectfully submitted,

A handwritten signature in cursive script, reading "Margaret Donnellan Todd". The signature is written in dark ink on a light background.

MARGARET DONNELLAN TODD

County Librarian

MDT:YDR:EM:dl

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller